

# UCF Graduate Council

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## PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

### Minutes of October 02, 2015 meeting

**Members Present**

Christopher Blackwell, Lotzi Boloni, Debopam Chakrabarti, Rich Gause, Jana Jasinski, Ji-Eun Lee, Patrick LiKamWa, John Schultz, Gerald Smith, Tara Snyder, Eleanor Witt

**Recorder**

Emily Stettner

**Guests Present**

Jessica Cheatwood-Alvarez

### Graduate Council Program Review Committee

October 2, 2015 • 9:00 am • TA 420B

### MINUTES

**Members Present:** Christopher Blackwell (CON), Debopam Chakrabarti (COM), Gerald Smith (COHPA), Jana Jasinski (CGS Liaison), Ji-Eun Lee (RHSMG), John Schultz (COS, Chair), Patrick LiKamWa (Optics), Rich Gause (Library), Tara Snyder CAH), Lea Witt (CEHP), Lotzi Bólóni (CECS)

**Recorder:** Emily Stettner

#### Welcome and call to order

The meeting was called to order at 9:04 am by committee chair Dr. John Schultz and a quorum was established.

#### General business

The minutes from the September 18<sup>th</sup> meeting were reviewed and approved unanimously. Proxy voting was discussed in reference to members who are absent from a meeting. It was decided that members can submit a full review of all faculty nominations and will be treated as primary reviewers. If a member is unable to attend the meeting, the member should submit the worksheet by the deadline for primary reviewers. If in the meeting a new program proposal is being reviewed, then the member should submit the BOG criteria worksheet before the meeting.

#### Review of the College of Arts and Humanities (SVAD) and Modeling and Simulation Faculty Nominations

A brief explanation of the faculty criteria spreadsheet format was given by Dr. Jasinski. The importance of reviewing the nominee's title on the CV was explained. A discussion regarding the scholarly currency of faculty with an administrative role at the University followed. Next, a discussion of faculty with the terminal degree of MFA chairing a dissertation committee resulted in a case-by-case approach since the College of Arts and Humanities currently does not have a doctoral program within the School of Visual Arts and Design.

The results from the primary reviewers Dr. Blackwell, Dr. Lee, and Dr. Snyder were displayed and discussed.

Faculty files from the School of Visual Arts and Design in the College of Arts and Humanities were reviewed. Two faculty members were approved without further review.

Thirteen faculty members were discussed by the committee:

- Ten faculty members were recommended as Graduate Faculty.
- One nominee was recommended as a Graduate Faculty Scholar.
- For the final status to be determined for two faculty members, more information was requested to clarify previous experience on a thesis or dissertation committee to completion and if their earned degrees were considered terminal in their fields.

Faculty files from the Modeling and Simulation program were reviewed. Nine faculty members were approved without further review.

Fourteen faculty members were discussed by the committee:

- Ten faculty members were recommended as a Graduate Faculty Scholar.
- For the final status to be determined for four faculty members, more information was requested to clarify previous experience on a thesis or dissertation committee to completion.

#### Review of the New Program Proposal Process

Dr. Jasinski discussed the new program review for the Data Analytics MS which will take place at the October 16<sup>th</sup> meeting and the Biomedical Engineering MS which will be reviewed at the November

13<sup>th</sup> meeting. For these sessions, a new location of MH 395E will be used. A general overview of the Master's Program Policies from the Graduate Catalog was given along with an explanation of the BOG criteria. A handout of the BOG criteria and the voting criteria sheet was distributed to all members and was explained. A walk thru of the GradInfo site was given with a demonstration of where all related documents are stored. The importance of being on time to this meeting and reading the proposal and supplemental material was stressed. A brief history of the proposal was given.

An explanation of market rate tuition was given by Dr. Jasinski and the committee discussed the impact of this for the Data Analytics program budget. Dr. Gause explained the UCF Library review process and asked if for future proposals the Library could be given more time to complete their analysis.

#### **Conclusion**

Primary reviewer volunteers for the remainder of the meetings were determined. Patrick LiKamWa, John Schultz, and Ji-Eun Lee will be the primary reviewers for the Data Analytics MS proposal at the October 16<sup>th</sup> meeting.

The meeting was adjourned at approximately 10:35am. The next meeting will be held on October 16<sup>th</sup> at 9:00 am in MH 395E.

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